



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

HISTOLOGY TECHNICIAN

Class No. 004318

■ CLASSIFICATION PURPOSE

Under general supervision, to prepare tissue specimens for microscopic examination by the Medical Examiner's or Agriculture, Weights, and Measures' veterinarian staff; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Histology Technician series. A Histology Technician prepares tissue specimens for examination by the Department of Agriculture, Weights, and Measures' veterinarian laboratory staff. This class differs from the next higher level, Senior Histology Technician, in that the latter has supervisory responsibilities and performs the more technical histology lab work.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Receives tissue specimens from examination room and assigns identification number.
2. Grosses, trims, and places tissue in cassettes for processing.
3. Embeds, sections, and selects tissue specimens from a waterbath.
4. Dries tissue sections in an oven.
5. Stains tissue with Hematoxylin, Eosin, or special stains.
6. Cover slips and files specimens for preservation and future review.
7. Screens smear specimens for the presence of sperm.
8. Maintains and organizes records, logs, and workload reports subject to court review.
9. Answers inquiries from outside agencies on histologic techniques.
10. Maintains inventory of laboratory supplies and equipment and orders new items when needed.
11. Maintains and performs minor repairs on lab equipment.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Theories and techniques in processing, embedding, sectioning, and staining tissue specimens for microscopic examination.
- Techniques in preparing special stains and various solutions required in processing and staining.
- The operation of a histomatic, autotechnon, embedding center, microtome, waterbath oven, and other histologic lab equipment.
- Record and evidence preparation and preservation.
- County customer service objectives and strategies.

Skills and Abilities to:

- Recognize specific tissues and the pathological changes of gross tissue specimens in cutting and mounting tissues for accurate interpretation.
- Produce accurate and complete tissue specimens for microscopic examination.
- Properly stain and cover slip specimens.
- Preserve, maintain, and organize records, logs, and reports.
- Properly use, maintain, and perform minor repairs on histological laboratory equipment.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. At least three (3) years of recent experience performing histological tests under the supervision of a Pathologist, OR
2. One and one half years of experience performing histological tests under the supervision of a Pathologist and eighteen (18) semester units of college course work in histology, OR
3. Possession of a current Histology Technician Certificate issued by the American Society of Clinical Pathologists.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate laboratory equipment and computer. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files or containers weighing up to 20 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Applicants must possess or obtain a current Histology Technician certificate issued by the American Society of Clinical Pathologists prior to the end of the six months probationary period served in this class.

Working Conditions

Incumbents will be exposed to deceased human or animal bodies, infectious diseases, caustic chemical and fumes, decayed tissue, and unpleasant odors.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 6, 1959
Revised: September 3, 1991
Reviewed: Spring 2003
Reviewed: Spring 2004
Revised: December 30, 2005